

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406-675-2700
PERSONNEL OFFICE FAX: (406)226-2562
CSKT Website: csktribes.org
E-mail: sherry.dupuis@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: DEWR Administrative Aide

LOCATION: Natural Resource Dept./Division of Engineering & Water Resources
Safety of Dams/Roads Complex – Ronan, MT

SALARY: \$17.93 to \$20.61 per hour, plus benefits

CLOSING DATE: Thursday, June 20th, 2024 @ 5:30 p.m.

SPECIAL CONDITIONS:

This is a not Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** The DEWR Administrative Aide is a full-time administrative position for the Division of Engineering and Water Resources.

Duties include:

- Performs administrative activities for the Division of Engineering and Water Resources.
- Produce correspondence using personal computers and word processing software.
- Type reports, forms, labels and envelopes.
- Operate equipment including FAX, scanner, copy machine, telephones, transcriber/Dictaphone machine, and report binding machine.
- Answer the telephone at the Division of Engineering and Water Resources switchboard and direct the telephone calls to the appropriate personnel, or take a message for the employee. File correspondence, forms, and reports.
- Aides in review of Contractor and Sub-contractor payrolls to ensure compliance with established rates in the Davis/Bacon Act, communicate with contractor personnel, and advise appropriate personnel of non-compliance.
- Maintains preparation of purchase requisitions and purchase requisition files. Responsible for reconciling invoices, submitting for payment and keeping all records current. Maintains acquisition of capital and non-capital equipment and records thereof.
- Supervision of Program personnel for compliance with the procurement policies within the Tribal Organization.
- Aides in maintaining accounting activities for the Programs Contracts and Agreements.
- Responsible for preparing, processing and submitting timesheets to Payroll.
- Responsible for procurement of materials through bidding and solicitations consistent with established Tribal policies, guidelines, and procedures.

- Responsible for procurement of all office and field supplies as needed by Program personnel according to Tribal procurement guidelines and procedures.
- Travels to various construction project sites, Tribal Complex, and Natural Resources Department Offices in conducting Programs business. Other travel as necessary.
- Make travel arrangements for and prepares all travel documents for Division of Engineering and Water Resources personnel.
- Records and processes meeting minutes for DEWR staff.
- Perform all other administrative duties as required or assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must have a Bachelor's degree in Business with at least two (2) years' experience in Tribal government accounting and administration. In absence of degree, incumbent must have at least six (6) years of progressive responsible experience in all phases of Tribal government administration and accounting. Training and/or experience in Microsoft Excel, Access, and Word. A minimum of six (6) years of experience is required.
- Formal training in accounting and computer program operation. On-the-job training is acceptable.
- Must have a valid driver's license.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Expert knowledge of modern office practices and procedures; considerable knowledge of Tribal accounting functions; expert knowledge of secretarial procedures; working knowledge of accounting and payroll systems; working of the Tribal structure and personnel as related to Natural Resources Department; basic knowledge of natural resources management concepts and terminology. Knowledge of Tribal Procurement Policies; and a working knowledge of personal computers and computer software operation. General knowledge of federal construction and contracting administration.
- Must wear Tribal Government identification and safety apparel when conducting field activities.
- Required to successfully complete a certified defensive driving course approved by the Department.

❖ FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal employment application (Resumes may be submitted but may not replace or supplement the official Tribal employment application).
2. Copies of relevant academic transcripts and training certificates.
3. Copy of a valid Driver's License.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact: Pam Askan, Natural Resources, DEWR Compact Support Officer @ 406-675-2700, Ext. 6211.